



BPA VACANCY ANNOUNCEMENT (#002789-05-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Accountant, GS-510-5/7, Portland, OR

OPENING DATE
10/25/04

CLOSING DATE
11/05/04

ANNUAL PAY RATE:
GS-5 \$27,612 - \$35,900
GS-7 \$34,202 - \$44,462

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Corporate, Office of the Chief Operating Officer, Office of the Chief Risk Officer, Transacting & Credit Risk Management-KKC

NOTES:

The full performance level of this position is GS-7.

This position may be filled at the GS-5 or GS-7 level. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

No relocation expenses will be paid.

Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. (See note under basic requirements).

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF 50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov> or to <http://www.jobs.bpa.gov>.

MAJOR DUTIES:

GS-05 Duties:

The incumbent serves as an entry-level accountant and reports to the Transacting and Credit Risk Manager. This position supports the Middle Office function within the Transacting and Credit Risk Management organization, which is located in the Chief Risk Officer (CRO) organization. Assists in evaluating customer creditworthiness using financial summary analysis and other quantitative and qualitative analytic methods. Maintain accurate and current customer credit files. Run daily credit reports. Monitors limit compliance. Distributes daily reports to Senior Management. Coordinates information with other departments in the CRO office and other business lines. Assists in the creation of credit reports. Conducts miscellaneous research and gather information for credit reviews. Perform various projects with credit related issues as needed. Conducts

analysis and reporting using Excel and Access. Assists as needed with the development of quantitative and qualitative credit-related accounting disclosures and general ledger entries for annual reports.

GS-07 Duties:

The incumbent serves as an accountant and reports to the Transacting and Credit Risk Manager. This position supports the Middle Office function within the Transacting and Credit Risk Management organization, which is located in the Chief Risk Officer (CRO) organization. Assists in evaluating customer creditworthiness using financial summary analysis and other quantitative and qualitative analytic methods. Maintain accurate and current customer credit files. Run daily credit reports. Monitors limit compliance. Distributes daily reports to Senior Management. Coordinates information with other departments in the CRO office and other business lines. Assists in the creation of credit reports. Conducts miscellaneous research and gather information for credit reviews. Perform various projects with credit related issues as needed. Conducts analysis and reporting using Excel and Access. Assists as needed with the development of quantitative and qualitative credit-related accounting disclosures and general ledger entries for annual reports.

BASIC REQUIREMENTS (to qualify for GS-5)

- A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelors or higher degree that included a major field of study in accounting; or a degree in related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing". Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")
- OR
- B. Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:
1. 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g. 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4 year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

NOTE: Applications will be accepted from students who expect to complete qualifying education by December 2004, however we must verify that the education was completed successfully (and GPA verified) **before you can be appointed**. We will use the transcripts you submit with your application for qualification purposes, but appointment will be tentative until verified with final transcripts.

PLEASE NOTE: If you are not currently in the GS-510, Accountant, series, you **MUST** provide a copy of all relevant college transcripts with your application (Photocopies are sufficient). **Failure to provide transcripts will result in a rating of not qualified.**

Education obtained outside the United States

If your education has been obtained outside the U.S., you must submit proof with your application that your transcripts have been evaluated by a private organization that specializes in interpretation of foreign educational credentials and have been deemed at least equivalent to that gained in conventional U.S. education programs.

GS-7 LEVEL QUALIFICATION REQUIREMENTS:

In order to qualify for the GS-7 level, in addition to meeting the education requirements above, you must have at least 1 year of graduate-level education that provided you with the knowledge, skills and abilities necessary to do the work, superior academic achievement* OR 1 year of professional accounting experience equivalent to at least the GS-5 level.

***Superior Academic Achievement** is based on (1) *class standing*, (2) *grade-point average*; (3) *honor society membership*.

1. *Class standing* – Applicants must be in the upper third of the graduating class in the college, university, or major subdivision.
2. *Grade Point Average* – Applicants must have a grade point average of 3.0 or higher based on 4 years of education and recorded on applicants transcript, **or** 3.5 or higher based on the average required courses completed in the major field during the final 2 years of the curriculum, **or**

3. *Honor society membership* – membership in one of the national scholastic honor societies.

TIME-IN-GRADE RESTRICTION(s) (At the GS-7 level only): Applicants must have served 52 weeks at the GS-5 grade level in the Federal service.

BASIS OF RATING: You will be rated on the basis of degree, scholastic achievement and/or experience.

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below “Required Information on Resumes.”

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. College transcripts are required (if not currently in the GS-510 series. Copies are acceptable)

REQUIRED INFORMATION ON RESUMES*

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

http://www.va.gov/	http://www.jobs.bpa.gov/	http://www.usajobs.opm.gov/	http://www.opm.gov/qualifications/index.htm
Veterans	Bonneville Power	Office of Personnel	Office of Personnel Management
Administration	Administration	Management Jobs	